



BIRTH REGISTRATION CHECKLIST



Agent's Initials: _____ Date: _____ Child's Last, First Name: _____

	Both Parents and Child MUST be present or
	One Parent and Child present with DS-3053, Statement of Consent - Issuing a Passport to a Minor Under Age 16, 08-2013, www.travel.state.gov ("Complete Online"), from the absent Parent. NOTE: Signed form is valid for only 90 days from the date of Parent's signature. Dates of Parent's signature and Notary's signature must be the same.
	DS-11, Application for a U.S. Passport , 09-2013, Version Expires: 01-31-2017 www.travel.state.gov ("Complete Online" electronically TYPED, not pdf handwritten) (Double-sided print unacceptable)
	DS-2029, Application for Consular Report of Birth Abroad (CRBA) , 04-2013, Version Expires: 02/29/2016 http://www.state.gov/documents/organization/156216.pdf NOTE: MUST BE SIGNED AT THE PASSPORT OFFICE (Complete Online electronically TYPED, not handwritten, EXCEPTION: Page 3) (Double-sided print unacceptable)
	DS-5507, Affidavit of Physical Presence or Residence, Parentage and Support, 01-2013, Expires: 12-31-2015 (NOTARIZED) (if applicable) http://www.state.gov/documents/organization/126018.pdf
	Child's German Birth Certificates (Geburtsurkunde AND Formula A) or (Abstammungsurkunde) or
	Child's U.S. Military Hospital Birth Certificate, AE Form 40-400B (Report of Child Born Abroad of American Parent(s))
	Both Parents or One Parent's U.S. or Non-U.S. Passport Books (MUST be submitted with packet)
	Both Parents or One Parent's Original Birth Certificate (ONLY if never received a Passport or have a lost Passport)
	Original Marriage Certificate
	Original Divorce Decree(s)/ Sole Physical Custody Court Order (if applicable) (If multiple divorces, must have all docs)
	Additional Supporting Documents (if applicable) (i.e. Naturalization Certificate; Permanent Resident Card; DD214, ERB/ORB, & PCS Orders for proof of physical residence in the U.S., Proof of Paternity, Email Correspondence, etc.)
	Both Parents Military ID Cards or Personalausweis (front and back) NOTE: Absent Parent MUST submit copy of ID Card, Passport, or original Birth Certificate with the DS-3053.
	Child's Photos - 2 or 4 if applying for both Tourist and Official Passports
	Money Order or Cashier's Check from a Bank/Credit Union, Post Office, The Exchange (PX) Customer Service (Cash or Personal Checks Not Accepted) made out to Dept of State for \$205 (CRBA + Fee Tourist PP) or \$100 (CRBA + No-Fee Official PP for Military/Civilian Command-Sponsored Family Members with DD Form 1056 completed by Passport Agent). NOTE: For No-Fee PP, must submit Command Sponsorship Approval/Amended Orders
	Passport Agent takes sworn oath of Parent(s) for DS-11 and DS-2029
	Both or One Parent(s) sign DS-11 and DS-2029 in front of Passport Agent and Agent immediately signs and stamp
	Form SS-F-FS (08-2011), Application for a Social Security Card, https://www.socialsecurity.gov/forms/ss-5fs.pdf . NOTE: After pickup of Child's complete Consular Report Of Birth Abroad (CRBA) and Passport(s), the Signee of form (Block #17) must provide Child's CRBA & Passport, their ID Card (front and back) and their Passport or Birth Certificate (if no Passport).
	PARENT'S PHONE: PARENT'S EMAIL:
	AGENT'S NOTES: